

Registration Process Checklist		
STEP1: Get DUNS (Data Universal Number System) number	Mandatory Input	Output Received
<p>i Obtain DUNS number by calling 1-866-705-5711 or by requesting it online via web registration, <a href="http://www.dnb.com/ccr/register.html">http://www.dnb.com/ccr/register.html</a> .</p> <p><b>How long will this take?</b> You will receive a DUNS number at the conclusion of the phone call or within 48 hours if you register online.</p>	<p><b>Contact Information</b></p> <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Telephone</li> <li>3. Email</li> </ol> <p><b>Company Name</b></p> <ol style="list-style-type: none"> <li>4. Legal Name</li> <li>5. Legal Structure</li> </ol> <p><b>Organization Information</b></p> <ol style="list-style-type: none"> <li>6. Telephone</li> <li>7. Executive Name</li> <li>8. Primary SIC code</li> <li>9. Description of Operations</li> <li>10. Socioeconomic Data</li> <li>11. Number of Employees</li> <li>12. Street</li> <li>13. City</li> <li>14. Zip/Postal Code</li> <li>15. Country</li> </ol>	<p><b>a. DUNS Number</b> Ex:: 177154667</p>

Registration Process Checklist		
STEP2: Register with Central Contractor Registry (CCR)	Mandatory Input	Output Received
<p>i You may register for the CCR by calling at 1-888-227-2423 or via online at <a href="http://www.bpn.gov/ccr/scripts/indexnew.asp">http://www.bpn.gov/ccr/scripts/indexnew.asp</a>. Be sure to complete the <b>Marketing Partner ID</b> (MPIN) and Electronic Business Primary Point of Contact (EPOC) fields. An alternate EPOC is also required for registration.</p> <p>The MPIN is the self-defined access code that will be shared with authorized partner applications such as Past Performance Information Retrieval System PPIRS). It must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).</p> <p>Your registration must be renewed once a year. Your CCR EBusiness POC should check your renewal status yearly. If you are not sure of your status of your Central Contractor Registry (CCR) Registration or who your E-Business POC is, you can search the CCR database by going to <a href="http://www.bpn.gov/ccrinq/scripts/search.asp">http://www.bpn.gov/ccrinq/scripts/search.asp</a>.</p> <p>Go to <a href="http://www.ccr.gov/handbook.asp">http://www.ccr.gov/handbook.asp</a> to get more information on CCR registration process.</p> <p><b>How long will this take?</b></p> <p>It may take a couple of days for you to collect information needed for your organizations registration.</p>	<p><b>General Information</b></p> <ol style="list-style-type: none"> <li>1. DUNS number</li> <li>2. Legal Business Name and Doing Business As (DBA)</li> <li>3. US Federal Tax Identification Number (TIN)</li> <li>4. Physical Street Address</li> <li>5. City, State, Zip/postal code</li> <li>6. Country</li> <li>7. Date Business Started</li> <li>8. Average Number of Employees and Annual Revenue</li> </ol> <p><b>Corporation Information</b></p> <ol style="list-style-type: none"> <li>10. Type of Relationship with the US Federal Government</li> <li>11. Type of Organization</li> <li>12. Business Types</li> </ol> <p><b>Goods/Services</b></p> <ol style="list-style-type: none"> <li>13. North American Industry Classification System (NAICS) codes</li> </ol> <p><b>Financial Information</b></p> <ol style="list-style-type: none"> <li>14. Financial Institution</li> <li>15. ABA Routing Number</li> <li>16. Account Number, Type &amp; Lockbox Number</li> <li>17. Automated Clearing House</li> <li>18. Remittance Information</li> </ol>	<p><b>b 2 letters via US mail or Email</b></p> <ol style="list-style-type: none"> <li>1. Welcome to CCR &amp; Copy of Registration</li> <li>2. Confidential Trading Identification Name (TPIN)</li> </ol>

<p>Once you complete the application it will take up to 1-2 business days to get registered with CCR.</p>	<p>19. Accounts Receivable 20. Credit Card Information <b>Point of Contact</b> 21. Registrant Name/ CCR POC 22. Alternate Contact 23. Electronic Business Primary Point of Contact (EPOC) 24. Marketing Partner ID (MPIN)</p>	
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Registration Process Checklist		
STEP3. Register with Credential Provider	Mandatory Input	Output Received
<p>i. Go to <a href="https://apply.grants.gov/OrcRegister">https://apply.grants.gov/OrcRegister</a> to register with Credential Provider.</p> <p>ii. Scroll down and select the radio button <b>organization</b> and enter the appropriate <b>DUNS number</b>. Click <b>Register</b>. Click <b>Yes</b>.</p> <p>iii. You will be presented with an e-authentication form (<a href="http://e-auth.orc.com/">http://e-auth.orc.com/</a>). Click on the button <b>UserID</b>. Click <b>Ok</b> and click <b>Yes</b> to the security alert dialog box. Fill out the form and Click <b>Submit</b>. Fill in your <b>password</b> and reconfirm it by typing it again. Also, type in a <b>secret question</b> and <b>answer</b> to it. This will help you get your password incase you loose it. Click <b>Submit</b>.</p> <p>iii. Next screen is the ORC e-authentication Account Confirmation which gives you the <b>userID</b> and other details.</p> <p><b>How long will this take?</b> Same day. When you submit your information you will receive your username and be able to create your password.</p>	<ol style="list-style-type: none"> <li>1. DUNS</li> <li>2. First Name</li> <li>3. Last Name</li> </ol> <p><b>Business Address Phone Number</b></p> <ol style="list-style-type: none"> <li>4. Address1</li> <li>5. City</li> <li>6. State/Region</li> <li>7. Zip/Postal Code</li> <li>8. Country</li> <li>9. Primary Email</li> <li>10. Password</li> <li>11. Secret Question</li> <li>12. Secret Answer</li> </ol> <p>Make a note of input 10,11,12.</p>	<p><b>c. UserID:</b> <b>d. Pwd:</b></p>

Registration Process Checklist		
STEP4. Register with Grants.gov	Mandatory Input	Output Received
<p>i. Now that you have your username and password, allow 30 minutes for your data to transfer from the Credential Provider. Go to <a href="http://apply.grants.gov/GRantsGovRegister">http://apply.grants.gov/GRantsGovRegister</a>. Click OK for security alert dialogue box). Enter Credential Provider <b>userID</b> and <b>password</b> which you had received in step3. Click the <b>Register</b> button.</p> <p>ii. This will take you to the <b>Authorized Organization Representative (AOR) User Profile</b> screen. Once you submit the appropriate information, click the <b>Submit</b> button to register with Grants.gov.</p> <p>iii. <b>Obtain your E-Business POC authorization:</b>  For Organizations, the <b>E-Business Point of Contact (EPOC)</b> listed on your organization's CCR registration will receive a notification stating that you have registered to become an Authorized Organization Representative.  To find out who your EPOC is, visit the CCR search page at <a href="https://www.ccr.dlis.dla.mil/ccring/scripts/search.asp">https://www.ccr.dlis.dla.mil/ccring/scripts/search.asp</a>. EPOC needs DUNS number and MPIN for authorization.</p> <p>iv. Your EPOC must then login into Grants.gov using DUNS number and MPIN and approve you. Once EPOC assigns the "<b>Authorized Applicant</b>" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov.</p> <p>v. When an EPOC approves you, Grants.gov sends you a confirmation email.</p>	<p>c. <b>UserID</b>  d. <b>Pwd</b>  1. First (first name)  2. Last (last name)  3. Tel (business telephone number)  4. Email (business email address)  5. Title  6. DUNS number</p>	<p><b>UserID and Password</b> that has been <b>authorized</b> for applying for grants</p>

STEP4. Register with Grants.gov	Mandatory Input	Output Received
<p>You will need your <b>Grants.gov username</b> and <b>password</b> to submit applications.</p> <p><b>How long will this take?</b>  The whole process takes almost a week. Obtaining your E-business POC authorization depends on how long it takes your E-Business POC to log in and authorize you AOR status. You can check your AOR status by logging into Grants.gov at <a href="http://www.grants.gov/Forapplicants">http://www.grants.gov/Forapplicants</a>.</p>		.